



Position Description Equipment Operator/Truck Driver/Labourer

Position Information

Position Title:	Equipment/Truck Driver/Labourer
Department:	Public Works
Reports To:	Public Works Supervisor
Hours of Work:	Eight (8) to ten (10) hour days (40 hours a week) during normal business hours, emergency response and during winter season, must be available to work overtime.
Date Completed:	January 28, 2020
Date Revised:	September 27, 2022

Reason for Submission

New Position:	
Change in Responsibilities:	
Other (specify):	Update all job descriptions

Position Summary

The Equipment/Truck Driver/Labourer assists in all public works operations including the collection and transportation of curbside waste and recycling materials. The position assists in the repair, construction and maintenance of municipal roads, equipment, property and other assets. This position requires being available to respond to public works emergencies, winter weather situations and must be available to work overtime.

Key Accountabilities

Identify the key areas of responsibility then for each area describe the accountabilities. For each area of responsibility provide the Key Performance Indicators (KPIs).

Accountability Description	Key Performance Indicators
Maintenance/Waste Control: <ul style="list-style-type: none"> ▪ Operate trucks utilized by the public works department in a safe, effective and efficient manner to maintain Township roads and properties. ▪ Operate heavy construction equipment utilized by the Public Works department; equipment may be owned, leased or rented by the Township; 	<ul style="list-style-type: none"> ▪ Safe operation of equipment ▪ On-time collection of waste and recycling. ▪ Repairs conducted to infrastructure

Accountability Description	Key Performance Indicators
<ul style="list-style-type: none"> ▪ Provide daily curbside collection of waste and recycling; ▪ Repair and maintain water and wastewater infrastructure. ▪ Perform various road maintenance activities for both granular and hard surfaced road allowance for both winter and off winter operations. ▪ Respond to after hours work to address public works emergencies, winter weather situations and may include after hours work and shift work. ▪ Conduct duties in a professional manner adhering to Township policies, bylaws and expectations. ▪ Complies with all Health and Safety requirements, Employee Code of Conduct and other Township Policies. ▪ Work in compliance with the provisions of the <i>Occupational Health and Safety Act</i> and Regulations. ▪ Perform other related duties as required. 	<ul style="list-style-type: none"> ▪ Performs work safely for employees/contractors and members of the public. ▪ Respond to after -hours emergencies or for winter maintenance

Knowledge, Skills & Experience

Identify the minimum education and experience required along with required and preferable skills.

Education	<ul style="list-style-type: none"> ▪ Successful completion of Secondary School Grade 12 Diploma or equivalent. ▪ Valid DZ Driver’s License ▪ Municipal training in Health and Safety, WHMIS, fork lift, chainsaw, pits and quarries, snow plowing, traffic control, etc.
Experience	<ul style="list-style-type: none"> ▪ 1-2 years of relevant experience in vehicle and maintenance procedures, preferably in heavy equipment maintenance.
Skills	<ul style="list-style-type: none"> ▪ Good interpersonal skills to deal politely and establish effective working relationships with employees and the general public. ▪ Basic computer skills involving internet browsers and email.

Approvals:

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.



Approved By: _____
Manager

Approved By: _____
Chief Administrative Officer

Date: _____